

MEAL EXPENSE REIMBURSEMENT/MEETINGS

Effective: September 28, 1981 04-18

Most Recent Revision: June 28, 1988

Objective: To establish policy for County reimbursement of meal expenses for County employees and elected County officials on County business within the County, in accordance with opinions from the State Comptroller's Office

Reference: Opinions of the State Comptroller Nos. 81-38, 81-212 and 81-291; Memo from County Attorney of April 29, 1982; Policy 04-10; Agreement between County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME

Policy of the Board of Representatives:

1. County employees and elected County officials required to attend meetings where official County business is conducted and which extends over a normal meal period are eligible for reimbursement for their meals, or the meals may be purchased as a proper County expense. Reimbursement shall be limited to the maximums contained in the current bargaining agreements.

2. When meals during meetings are purchased as a proper County expense, the money should be taken from the department's petty cash fund and reimbursed to the petty cash fund through normal petty cash procedures. If the department involved has no petty cash fund, either:

a) the individual involved may forward the money needed, take the receipt to the Finance Office and obtain immediate reimbursement; or

b) the actual amount needed may be obtained in advance from the Finance Office. Receipts and any change must be returned to the Finance Office the same day.